

REGIONAL MANAGERS QUALITY CONTROL VISIT

Store:

Region:

Date:

A. **FOUR WEEKS**

For Weekending: _____

Total # _____

Completed: _____

B. **THREE WEEKS**

For Weekending:

Total # _____

Completed: _____

C. **TWO WEEKS**

For Weekending:

Total # _____

Completed: _____

D. **ONE WEEKS**

For Weekending:

Total # _____

Completed: _____

E. **ARE ALL THIS WEEK'S BRIDES/GROOMS SPOKEN TO?**

of Weddings: _____

Total Complete: _____

F. # of Web Registrations Printed: _____

of web weddings followed up on: _____

Date of oldest Web Registration: _____

G. (HOT FILES) worked on? _____

Notes on planner: _____

H. **NEW WEDDINGS**

1. **Potentials**: # _____ Follow-up Indicated? _____

2: **Leadster** checked/Comments: _____

3. **Appointments** checked for follow-up: _____

I. **WINTUX OPEN BALANCE** up to date? _____

J. **OUTGOING RETAIL** followed up on and documented on POS copy on item? _____

K. **LATE RETURNS** from last week followed up on and documented? _____

L. **LATE RETURN AND LOST REPORT** up to date? _____

M. **ADJUSTMENT CARDS** filled out **completely** on pegboard: _____

N. **OVERALL STORE APPEARANCE** on a scale of 1 to 10 (*10 being the best*) _____

O. **Overall Comments:**